

## IC<sup>3</sup> 2005 Standard – Key Applications

This exam covers the following areas:

### **Common Program Functions:**

- Be able to start and exit a Windows application and utilize sources of online help
- Identify common on-screen elements of Windows applications, change application settings and manage files within an application
- Perform common editing and formatting functions
- Perform common printing functions

### **Word Processing Functions:**

- Be able to format text and documents including the ability to use automatic formatting tools
- Be able to insert, edit and format tables in a document

### **Spreadsheet Functions:**

- Be able to modify worksheet data and structure and format data in a worksheet
- Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet

### **Presentation Software:**

- Be able to create and format simple presentations